

**ORGANIZING COMMITTEE OF THE 11th CONFERENCE OF MINISTERS OF THE OBSERVATORY
OF AFRICAN PUBLIC FUNCTIONS (OFPA)
14 - 18 November 2018 in Cotonou (BENIN)**

USEFUL INFORMATION

The Organizing Committee welcomes participants to the 11th Conference of Ministers Responsible for the Public Service of OFPA.

1 – Warning

The following practical information is provided for information purposes only. They may be modified at any time by the Conference Organizing Committee. Their changes will be automatically communicated to the delegations confirming their participation.

2 - Date of the Conference

The Conference of Ministers will be held on 17 and 18 November 2018. It will be preceded by the Experts' Meeting scheduled for 14-16 November 2018.

3 - Reception on arrival

Participants will be greeted at Cotonou Cardinal Bernardin GANTIN International Airport upon arrival. To do this, please give us the details of your flight plan (origin, flight number, transport company, date and time of arrival ...).

4 – Transportation

The Organizing Committee of the 11th Conference of the OFPA will ensure for the benefit of the participants the shuttle between the airport, the hotels and the places of work.

5 – Accommodation

The attached list of some hotels is suggested to the participants for their reservation by the Organizing Committee. Accommodation and food costs are the responsibility of the participants.

6 – Exchange

The currency used in Benin is the CFA franc. There are many banks in Cotonou scattered throughout the city and whose counters are open every day from 8 am to 5 pm, except Saturdays and Sundays.

The exchange rate to date is around:

- 1 Dollar US = **570 FCFA** ;
- 1 Euro = **656.FCFA**.

N.B. : Currency rates are naturally fluctuating.

7 - Clothing

During the month of November, the temperatures are mild and the sunny days sometimes interrupted by rains. The average usually varies between 19 ° and 32 °.

8 - Time in Benin

GMT + 1

9 – Visa

Entry visa to Benin is not required for participants from ECOWAS member countries.
For others, the visa is obtained:

- 1 °) initially in the embassies and consulates of Benin;
- 2°) on arrival at Cotonou airport, upon presentation of the mission order and a copy of the letter of invitation to the Conference; The Organizing Committee who will be on site will assist you if needed;
- 3°) for special cases, kindly bring in the Organizing Committee in time to advise the process to be followed.

10 – Reservation and confirmation of flights

Participants wishing to do so may hand over their flight ticket to the Organizing Committee upon arrival in Cotonou to enable them to confirm their return flight at the end of the work and to ensure their transportation to Cotonou airport.

For any other information, do not hesitate to contact us!

Contact persons :

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The Organizing Committee welcomes you to Cotonou!